

City of Heritage Creek

8700 Justice Way

Louisville, Jefferson County, KY 40229

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Heritage Creek City Hall Rental Rules (Resident)

1. The Heritage Creek City Hall will be leased under this set of rules and adjoining contract only **to a resident of Heritage Creek (City) and only for functions concerning his or her immediate family.** Rental for organization meetings, parties, etc. do not meet this residential requirement regardless of the inclusion of any involvement of resident(s) in the organization.

Examples: Receptions for weddings, retirements, anniversaries, communions, reunions, graduations, etc.
2. Any resident renting the hall will sign a contract saying he or she is responsible for the conduct of those attending the function in the respective hall and for the dispersion of the gathering as quickly as possible when the function concludes. At no time shall the arrival of guests or the dispersion of guests exceed thirty (30) minutes prior to or upon completion of the function.
3. Persons renting the hall shall be responsible for assuring that there is no congregation of people in the parking lot before, during, or after the scheduled function.
4. No smoking is allowed inside the City Hall Building. Appropriate disposal of smoking debris in urns provided at the entrances is required. Cleaning any debris in violation of this rule is the responsibility of the renter.
5. No alcoholic beverages are allowed to be consumed on city property. Responsibility of following this rule falls on the renter and will be monitored at any time by the City of Heritage Creek Police Department. If a violation occurs, the renter forfeits his/her damage deposit and all household rental privileges.
6. The areas available for rent shall include the meeting room, kitchen, lobby, parking, and restrooms. Rental will include tables and/or chairs to accommodate persons up to the capacity limit for either configuration. At no time may more persons be in attendance than as set forth by the State Fire Marshal's Office.
7. The hall will be available to rent only when no City functions are scheduled.
8. Room decorations are not to be attached to the walls, ceilings, lights, doors, or floors in any manner. (No tape, staples, thumb tacks, glue, etc.) It is suggested to decorate with portable items, such as silk greenery (trees and plants), balloons, flowers, lattice screens, arches, trellis, etc. There is to be no glitter, silly string, or rice used on the property (inside or outside). It is your responsibility to make sure

that all persons decorating are made aware of these restrictions. Violation of this paragraph will result in a minimum charge of \$50.00 plus any other cost to remedy damages resulting from any violation.

9. The rental span will be for a maximum four (4) hour period unless otherwise stated in the contract.
10. Normal renting hours will not exceed 12:00 AM (midnight).
11. The hall cannot be rented for the purpose of making .money for any organization, resident, or group of residents. **Absolutely NO gambling. whatsoever.**
12. To obtain a refund of your damage deposit (within seven (7) days) your "end clean-up" consists of removing all decorations, personal belongings, trash bagged in the trashcans provided, the floor swept, and the kitchen tidy. **The floors need to be left in the same condition as when you arrived (vacuum, mop, mop bucket, cleaning supplies and broom furnished by the City).** Failure to complete this clean up will result in the forfeit your damage deposit plus any additional charges incurred due to negligence of Second Party or his/her guests and forfeiture of future household rental privileges.
13. The first consideration for use of the hall must and will be for the purpose of the City's business or activities. Every possible effort will be made to assure that a conflict of interest does not arise between the hall use for personal events and City activities. However, in the event that an occasion occurs where the City must have access to the hall and a personal event has already been scheduled, the person renting the hall will relinquish his or her rights to the use of the hall and all monies will be refunded provided a compromise cannot be reached between the parties. .
14. Anyone not complying with the rules of the contract is subject to a fine as stated in the contract and forfeiture of future household rental privileges.
15. Forfeiture of future household rental privileges includes rental of the Hall Facility by any member of the immediate family residing in the same household of the person renting the facility. This forfeiture must stand for no less than two (2) years and rental privileges can only be restored by written petition presented in person to the City Council at a Regular Council meeting and action of the City Council at the following Regular meeting. I have read, understand and agree to abide by the above stated rules. I also received a copy of these rules for further reference.

Signature: _____

Date: _____

Witness: _____